Management Review and Response Agenda Template

## Introduction

The Management review meeting of [meeting’s day] allows for a regular and systematic review of the performance of the management systems and their continuity suitability, adequacy and effectiveness.

## Attendees

Today’s meeting is comprised of:

**1.**

**2.**

**3.**

## ISMS Agenda and Priorities details

## **ISMS governance and management**

* Significant organization, business or other changes relevant to the ISMS including laws, regulations or other compliance obligations
* Confirm ISMS scope and objectives
* Review information security strategy, plans, rôles and responsibilities
* Information security resourcing including budget and return on security investments
* Review ISMS performance and trends (security metrics)
* Information security policies

**Information risk management**

* Significant information risks (threats, vulnerabilities and impacts) and opportunities, including information security incidents affecting this or other organizations
* Prioritization of information risks relative to other business risks (risk register)
* Risk treatments including information security projects and initiatives

**Business continuity management**

* Resilience, recovery and contingency plans, preparation and arrangements
* Continuity exercises – plans and results, improvements arising

**ISMS continuous improvement**

* ISMS internal audits and management reviews – key findings, issues and plans
* Feedback from or concerning external parties
* Opportunities to improve the ISMS including preventative and corrective actions

## Notes section

**Agenda** items and priorities

|  |  |  |  |
| --- | --- | --- | --- |
| ISMS Governance | Risk Management | Business Continuity | Continual plan |
|  |  |  |  |
|  |  |  |  |

**Recap**, confirm minutes and close-off actions from previous *Management Review*

|  |  |  |  |
| --- | --- | --- | --- |
| ISMS Governance | Risk Management | Business Continuity | Continual plan |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Actions arising** from this meeting (with owners and due dates)

|  |  |
| --- | --- |
| **Action Items** | **Owners** |
|  |  |
|  |  |

**Resolutions** for executive management approval

|  |  |
| --- | --- |
| **Approved Resolutions** | **Approvers** |
|  |  |
|  |  |

**Next *Management Review***

* [*date, venue, purpose, agenda items, invitees*]
* [*date, venue, purpose, agenda items, invitee*s]

**Any other business**

* *[list any other discussed items]*
* *[list any other discussed items]*